



FBLA JOB INTERVIEW Interview Rating Sheet

☐ Regional Level
 ☐ Preliminary Round
 ☐ Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Professional Presentation					
Demonstrates proper nonverbal communication (eye contact, posture, facial expressions, body language, smile)	0	1–2	3–4	5	
Demonstrates a strong introduction (smile and handshake) and closing (thanks interviewer)	0	1–2	3–4	5	
Demonstrates self-confidence, takes initiative, and is enthusiastic	0	1–3	4–7	8–10	
Professional	0	1–2	3–4	5	
Interview					
Demonstrates the ability to understand and respond to interview questions	0	1–5	6–10	11–15	
Relate previous experience/activities with position's duties and skills necessary to succeed (realistic appraisal of self)	0	1–5	6–10	11–15	
Possesses knowledge about the position and career field	0	1–3	4–7	8–10	
Possesses excellent communication skills and uses appropriate grammar and uses appropriate length of time to answer questions.	0	1–5	6–10	11–15	
Participant asks questions that demonstrate interest in organization and understanding of position.	0	1–2	3–4	5	
Application Materials					
Effectiveness of application materials (resume, letter of application, and job application)	0	1–5	6–10	11–15	
Subtotal					/100 max.

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Job Interview – Continued

Penalty Points Deduct five (5) points for failure to fully follow the guidelines.
RLC Final Score Objective Test 85% _____ + Interview 15% _____ = Overall Score 100% _____
SLC Preliminary Round Objective Test 85% _____ + Materials 10% _____ = Overall Score 100% _____
SLC Final Round Preliminary Round Score 50% _____ + Final Round Interview 50% _____ = Overall Score 100% _____

Name(s): _____

School: _____ State: _____

Judge's
Signature: _____ Date: _____

Judge's
Comments: